



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

ACADEMIC MANAGEMENT DIVISION
DEPARTMENT OF DEPUTY
VICE-CHANCELLOR
(ACADEMIC & INTERNATIONAL)
GRADUATE ATTIRE FOR EARLY
CERTIFICATE APPLICATION FORM

Form no. : AMD/KNV/5
Edition : 5
Effective date : 17.09.2020

TERMS AND CONDITIONS (PLEASE READ CAREFULLY)

1. Graduate Attire for Early Certificate:

- a. Graduate attire must be return within five (5) working days. Penalty of MYR5/day will be imposed for the late return.
- b. Official certificate and transcript will be released upon graduate attire is returned.
- c. Graduate attire strictly cannot be send by courier service.

2. Graduands who have borrowed graduate attire and collected early certificate prior to Convocation Ceremony, but wish to attend the ceremony, deposit for the graduate attire have to be paid before attending the ceremony. Amount of the deposit is as follow:

- a. PhD - MYR1,000.00
- b. Master - MYR800.00
- c. Bachelor - MYR700.00
- d. Deposit refund after returning graduate attire:

Full Amount Refund	Refund with deduction of MYR80 for service fee
<ul style="list-style-type: none"> ▪ Collected early certificate ▪ Did not borrow graduate attire 	<ul style="list-style-type: none"> ▪ Collected early certificate ▪ Borrowed graduate attire

SECTION 1 : GRADUAND'S PARTICULARS

Name : _____

Matric No. : _____ School/Faculty : _____

Telephone No. : _____ MyKad/Passport No : _____

Height (in cm) : _____ e-Mail Address : _____

SECTION 2 : EARLY CERTIFICATE*

I have collected my certificate.
(Please fill up Section 3)

I have not yet collect my certificate.
(Please proceed to Section 4)

SECTION 3 : DEPOSIT*

I have paid my deposit amounted _____ for my Phd./Master/Degree** graduate attire by cash at AMD Counter.

Received by: _____
(Name and signature of PIC)

Note:

*Please tick whichever is applicable

** Please strike out whichever option does not apply to you



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

ACADEMIC MANAGEMENT DIVISION
DEPARTMENT OF DEPUTY
VICE-CHANCELLOR
(ACADEMIC & INTERNATIONAL)
GRADUATE ATTIRE FOR EARLY
CERTIFICATE APPLICATION FORM

Form no. : AMD/KNV/5
Edition : 5
Effective date : 17.09.2020

SECTION 4 : DEGREE LEVEL *

<input type="checkbox"/> PhD (Robe, Lapel & Bonnet)	<input type="checkbox"/> Master Degree (Robe, Lapel & Mortarboard)
<input type="checkbox"/> Bachelor Degree (Robe, Lapel & Mortarboard)	<input type="checkbox"/> Diploma (Robe & Mortarboard)

SECTION 5 : CONVOCATION ATTENDANCE*

<input type="checkbox"/> I will attend my Convocation Ceremony.	<input type="checkbox"/> I will not attend my Convocation Ceremony.
---	---

SECTION 6 : ACKNOWLEDGEMENT

I hereby certify that the above information given are true and correct to the best of my knowledge.

Applicant's Signature

Date

FOR OFFICE USE ONLY

Approved by

Provided:

Official Stamp, Signature & Date

<input type="checkbox"/> Robe	<input type="checkbox"/> Lapel No
<input type="checkbox"/> Bonnet / Mortarboard	<input type="checkbox"/> Album

SECTION 7 : COLLECTION

SECTION 8: RETURN

I hereby acknowledged the receipt of album and graduate attire** with good condition.

I hereby returned album and graduate attire** with good condition.

Applicant's Signature & Date

Applicant's Signature & Date

Note:

*Please tick whichever is applicable

** Please strike out whichever option does not apply to you